

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Employee Service Awards Program
Section No.: 4-A

Effective Date: 10/15/01
Supersedes Policy: #35 – 09/01/97

I. PURPOSE

It is the objective of the Board of Supervisors to recognize employees for the length of their County service through a County Service Awards Program.

II. SCOPE

This policy applies to all permanent employees.

III. DEFINITIONS

County Service

County service is defined as all cumulative periods of full-time permanent or part-time permanent County employment. County service includes periods of approved leave without pay and reciprocal leave from the Fauquier County Public School system.

IV. PROCEDURES

1. The Employee Service Awards Program shall be held annually, normally in December of each year.
2. The award year shall coincide with the calendar year (January through December).
3. The County shall give awards for length of service for each five year increment of service.
4. Employees shall be awarded a certificate and lapel pin designed in the shape of Fauquier County, for the following years of completed service:

| | |
|------------------|------------------------------|
| 5 years service | Sterling Silver |
| 10 years service | 10K gold |
| 15 years service | 14K gold |
| 20 years service | 14K gold with one diamond |
| 25 years service | 14K gold with two diamonds |
| 30 years service | 14K gold with three diamonds |
| 35 years service | 14K gold with four diamonds |
| 40 years service | 14K gold with five diamonds. |